

DEPARTMENT OF DEFENSE  
PUBLICATION SYSTEM

CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE

Assistant Secretary of Defense  
(Production and Logistics)

CHANGE NO.1

DoD 4525.8-M  
March 26, 1990

DOD OFFICIAL MAIL MANUAL

The following page changes to DoD 4525.8-M, "DoD Official Mail Manual," July 1987, are authorized:

PAGE CHANGES

Remove: Pages 2-3 through 2-5

Insert: Attached replacement pages and new pages 2-6 and 2-7

Changes appear on page 2-5 and are indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately.



JAMES L. ELMER

Director

Correspondence and Directives

Attachments: 5 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

(8) Protection of **mail**.

(9) Performing mail surveys.

(10) Addressing mail.

(11) Cost-saving methods.

b. Training objectives shall be continuously reinforced by routine distribution of current postal information.

3. OMCCP supervision requirements

a. All OMMS shall:

(1) **Be** sure mail users know when and how to -. contact their OMM.

(2) Supervise mailing practices.

(3) Report misuse of official mail to the commanders of alleged violators.

(4) Establish controls on postal expenditures to create a cost effective mail management program.

b. Activity OMMS shall:

(1) Keep the commander informed on the **effect iveness of** the **OMCCP** and problems areas.

(2) Supervise the **activity's OMCCP**.

(3) Annually contact, offer assistance, guidance, and training, and discuss mailing requirements with activities within their jurisdiction that produce forms, publications, and periodicals. A record of these discussions should be kept to make future inspections easier.

(4) Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.

(5) Inspect outgoing mail at least once a week at the final preparation point to:

(a) Determine where additional training is needed and which policies and procedures need additional emphasis.

(b) Ensure proper preparation. Items containing errors or deficiencies in preparation shall be returned for correction . (See chapters 3,4,5, and 6 for preparation instructions. )

(6) Monitor spoiled meter postage instances to reduce their occurrence and to insure proper disposition.

(7) Analyze the use of postage to initiate procedures for more cost-effective usage.

(8) Maintain liaison with appropriate **supply and** procurement activities to ensure that only postal related items such as envelopes, cards, and labels that meet the requirements of this manual and the USPS are ordered and stocked.

(9) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

(10) Order, verify shipments, safeguard, and issue postage stamps when **use** is authorized.

(11) Know their USPS account representative and other appropriate USPS officials.

(12) Whenever possible, belong to and attend meetings of the local USPS sponsored Postal Customer Council. Consider starting a Postal Customer Council if one does not exist in the area.

#### 4. OMCCP Inspections

a. Component headquarters, **MACOMs**, and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Inspections of subordinate installations and activities shall be conducted at least every two years if the component uses penalty mail and at least every three years if it uses prepaid postage. These inspections may be combined with other inspections and staff assistance visits.

b. Installation or equivalent OMMS shall inspect all of the installation<sup>s</sup> staff activities, subordinate activities, and tenant activities annually. These inspection reports shall be filed and made available for review during **MACOM** and Inspector General inspections, and staff assistance visits.

c. **DD Form 2495 (Official Mail Manager's Inspection Checklist)** may be used for inspections. Local reproduction of this form is authorized. (See 'Figure 2-1. <sup>w</sup>') )

#### 5. OMCCP Surveys and Tests

Surveys and **tests** may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions.

## 6. INFORMATION REQUIREMENTS

DoD Components using prepaid postage shall report such purchases. Report Control Symbol (RCS) DD-P&L(Q) 1833 applies. Each Component's summary report shall be received by the DoD Official Mail Manager, Military Postal Service Agency, Alexandria, VA 22331-0006, not later 30 November, 28 February, 31 May, and 31 August of each year and shall cover purchases for the preceding fiscal quarter. Purchases shall be reported using the following thirteen Mail Codes. Overseas activities using host country postage shall include such purchases under the appropriate mail code. ALL mail codes shall be reported in numerical sequence each quarter (Show a zero where applicable. ).

a. **1001 Address Correction.** Chargers for address correction must be paid either by cash or deduction from a Postage Due Advance Deposit Trust Account (A DTA). Report under Mail Code **1001** only if payment is made by cash.

b. **1002 Reply Mail (B RM).** Charges for BRM may be paid by cash, deduction from a postage due account, or a BRM or Business Reply Mail Accounting Systems (B RMAS) ADTA. Do not report under Code 1002 payments made by deduction from a postage due account.

c. **1003 Express Mail.** Postage for Express Mail may be paid by cash, postage stamp, postage meter imprint, or Express Mail Corporate Account. Report under this mail code only postage paid by cash or by deduction from and Express Mail Corporate Account.

d. **1004 Return Service.** This service can only be paid for by deductions from an ADTA.

e. **1005 Meter Settings.** Payment for postage meter settings (purchases) can be made via cash, check, or deduction from and ADTA. In all causes, report the purchases under Code 1005.

f. **1006 Contractor Reimbursement.** Some contracts may require the contractor to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements.

g. **1007 Permit Fees.** Permit fees must be" paid by cash or check.

h. **1008 Permit Mailings.** Postage on permit mailings (other than BRM, merchandise return service, and second class requester publication rate) can be paid via cash, check, or deduction from an ADTA. In either case, report the purchases under Code 1008. "

i. **1009 Postage Due.** Postage Due (short paid mail) and postage on Postage Due Penalty Mail can be paid via cash, check, or deduction from an ADTA. When an ADTA is established, charges for

BRM and address correction can also be deducted from it. If they are, they should not be reported under the Codes for BRM and address correction. In either case, report the purchases under Code **1009**. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when this is done the postage is not reported under Code 1009. When a postage due ADTA is established, all short-paid mail is deducted from it and you do not have the right to have some items returned to the sender for additional postage.

j. **1010 Postage Stamps.** Purchases of postage stamps must be paid for by cash, check, or credit card. NOTE: Do not include stationery items such as postal cards and envelopes which are reported under Code **1011**.

k. **1011 Postage Stamp Env/Cards.** Purchases of these -- items must be paid for by cash or check.

l. **1012 Req Pub Rate, Second-class.** Payment for these mailings is made by deduction from an ADTA.

m. **1999 Total.** This code is used to report the total of the quarter's purchases.



<b>OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST</b> <i>For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Semite Agency.</i>					A. DATE
<b>TO (Inspected Activity)</b>			<b>C. FROM (Inspecting Activity)</b>		
<b>INSTRUCTIONS</b> Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoD 4525.8-M (2.C. refers to Chapter 2, Paragraph c).					
ITEM	YES	NO	ITEM	YES	NO
1. Is current copy of DoD 4525.8-M available?			18. Are all business reply items prepared per 3.M.1.a. and 2.b.?		
2. Does installation or equivalent activity OMM have a current copy of all publications required by 1. D.?			19. Are all merchandise return service items prepared per 3.M.1.a. and 3.b.?		
3. Does each meter location have a current copy of all publications required by 1. D.?			20. Do permit imprint formats and contents comply with 3.R.1.?		
4. Is official matter being transported at the lowest cost to the Department of Defense (2. B.1. and 2.)?			21. Have logos or slogans in use been approved-per 3. S.2.?		
5. Is unauthorized use of official mail reported per 2.B.8. and 3. Q.?			22. Are the printing /overprinting requirements of 4.D.2. b.(2). being followed?		
6. Are all OMMs required by 2.C. appointed in writing?			23. Are postage stamp inventories limited to amounts authorized by 5. B.1.?		
7. Are OMM appointments filed as required by 2.C.1 a.?			24. Are postage stamps ordered per 5.B.2.?		
8. Does the OMM's OMCCP training program meet the requirements of 2. C.2.?			25. Are postage stamps secured per 5. B.3.?		
9. Are the OMMS carrying out the OMCCP supervisory requirements of 2. C.3.a.?			26. Are valid USPS postage meter licenses on hand as required by 5.C.1.?		
10. Is official mail monitored in compliance with 2. C.3.b.?			27. Have unneeded USPS postage meter licenses been canceled per 5 Cl.?		
11. Are OMCCP inspections conducted as required by 2.C.4.?			28. Are USPS Forms 3603 (Receipt for Postage Meter Setting) filed (5.C.2.c.)?		
12. Is maximum use being made of consolidated mailings? (3. C.)			29. Are refunds for spoiled postage submitted (5. C.4.a.)?		
13. Are consolidated mailings prepared per 3.C.?			30. Is the record of postage used being analyzed per 5.C.6.?		
14. Is mail being marked with correct class of mail per 3. G.?			31. Are postage meters secured per 5. C.9.?		
15. Is selection of special mail services per 3.1.?			32. Are postage meter keys secured per 5. C.9.?		
16. Are the provisions of 3.K. being followed for Express Mail?			33. Is the postage metering equipment accounted for per 5. C.10.?		
17. Are all business reply items addressed to a DoD activity (3. M.1.a.)?			34. Do postage meter supplies meet requirements Of 5.C.11.?		
<b>5. RATING (X one)</b> a. Satisfactory			b. Unsatisfactory		
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 2, 3, or 34 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."					
<b>6. COMMENTS</b>					
<b>17. INSPECTOR</b>					
a. NAME (Last, First, <i>Middle</i> Initial)			b. GRADE OR TITLE		c. TELEPHONE NUMBER
d. ORGANIZATION			e. SIGNATURE		